

2016 CITY OF MUSKEGON SPECIAL EVENT APPLICATION



A special event application is required for any public event held on City property. The application and fee must be submitted to the City of Muskegon PLANNING Department at least 30 days prior to the event date. In addition, any events where alcohol is served will require a *temporary liquor license*, which is handled through the Muskegon Police Department. Contact the Police Department at 231.724.6750 for liquor license fees and requirements.

SPECIAL EVENT APPLICATION FEE SCHEDULE

Events occurring during peak event season April 15 - September 30	Events occurring outside of peak season January 1 - April 14 & October 1 - December 31
<i>Applications submitted prior to April 15 will receive a 50% discount off the regular fee.</i>	
\$100 fee for applications submitted 60 days or more prior to the event date (if application is submitted by April 15, this fee is reduced to \$50)	\$50 fee for applications submitted 60 days or more prior to the event date
\$250 fee for applications submitted 59-45 days prior to the event date	\$200 fee for applications submitted 59-45 days prior to the event date
\$400.00 fee for applications submitted 44-30 days prior to the event	\$300.00 fee for applications submitted 44-30 days prior to the event
Applications submitted less than 30 days prior to the event date will not be accepted.	\$500 fee for applications submitted less than 30 days prior to the event

Return completed application with payment to the City of Muskegon Planning Department,
P.O. Box 536, 933 Terrace St., Muskegon, MI 49443-0536. Telephone: 231.724.6702

► EVENT SUMMARY

EVENT NAME	
EVENT DATE(S)	
EVENT TIME(S)	START: END:
EVENT LOCATION	
NOTE: Some City parks require an additional exclusive use fee if your event will utilize the entire park. This includes Hackley Park, Margaret Drake Elliott Park, and the Pere Marquette Ovals center parking lot	

► APPLICANT INFORMATION

ORGANIZATION NAME	
APPLICANT'S NAME/ RESPONSIBLE PARTY	
ORGANIZATION / APPLICANT ADDRESS /CITY/ STATE/ ZIP	
APPLICANT PHONE NO(s).	
APPLICANT E-MAIL ADDRESS	
CONTACT NAME & PHONE NUMBER DURING EVENT <small>*Representative must be on site and available during event hours</small>	

Will there be alcohol at the event?

☐

NO (proceed to Event Site Details on page 2)

☐

YES (proceed to Alcohol Service on page 2)

► **ALCOHOL SERVICE** If alcohol will be sold/served at the event, complete the following. If no alcohol, proceed to Event Site Details.

Applicant must contact the Muskegon Police Department to apply for a liquor license, which is a separate process. Note that a license will not be issued within 14 days of the event date. The liquor license application also requires State of Michigan approval so it is imperative to get this done early.

Name of non-profit organization you are partnering with		
Contact person at non-profit organization (name & phone number)		
Are you planning to serve liquor/spirits ?	No _____ Yes _____	If yes, approval of the Public Safety Director is required.

► EVENT SITE DETAILS

If your event is for a run/walk/parade, you must include a MAP of your route with the application.

Provide a detailed description of your event:		
Number of people expected at event _____	Is this a new/ first-time event? No ____ Yes ____	
Will there be food concessions at the event? Contact Public Health Muskegon County for requirements	No _____ Yes _____	
Will there be inflatables/bounce houses at the event?	No _____ Yes _____	
Will there be emergency medical services present? (Outside municipalities may not provide services in the City)	No _____ Yes _____ Provider:	
Will you have your own security present?	No _____ Yes _____ Provider:	
Number and location of portable toilet facilities provided	# _____ Location:	
Will there be pyrotechnics/fireworks at the event?	No _____ Yes _____ If yes, additional permits are required	
Will there be assembly tents/canopies erected at the event?	No _____ Yes _____ If yes, contact SAFEbuilt to schedule an inspection	
Are you requesting the closure of any streets?	No _____ Yes _____ If yes, provide names of streets below.	
List streets you are requesting to close (INCLUDE A MAP). Note that street closures require Police, Fire, DPW and/or City Commission approval and may incur additional fees. In addition, you must notify property owners along the route of the date and time of street closures - check with Planning Dept staff for assistance.		
Are you requesting any other City services? (use of water, electric, etc) No _____ Yes _____ *		
*If yes, note other services here:		
See Fee Schedule in the City's Special Event Policy for cost of items/services.		

Does the applicant/organization owe any outstanding invoices to the City? No _____ Yes _____ **

**Unpaid invoices may result in denial of event application.

Would you like your event listed on the City's website (free of charge)? No _____ Yes _____
Note your event's website address, if you'd like that included:

► **SCHEDULE A -CITY EQUIPMENT REQUESTED & FEE ESTIMATE**

Item	Rental Fee (plus labor, if necessary)	Quantity Requested:
55-gallon metal trash can*	\$5.00 each	
Plastic trash bags (1 case)*	\$40.00 per case or actual cost	
Snow fence (wood)*	\$30.00 per roll	
Fence posts*	\$3.00 per post	
Picnic tables*	\$10.00 each	
Fire hydrant use	\$100 flat rate per hydrant Includes installation & removal of hydrant tree, water testing, and water usage	

*Labor charges may be added to the above, if delivery and/or pick-up of equipment is required. DPW labor charges are \$60/hour; transportation of larger items may require at least 2 people. Providing your own labor by picking up and returning City equipment when possible can result in cost savings. See SPECIAL EVENT POLICY for additional fee information.

► **SCHEDULE B - LIABILITY INSURANCE REQUIREMENTS**

Liability insurance naming the City of Muskegon as an additional insured is required for all events. See the SPECIAL EVENT POLICY for the amount of insurance required, and the wording to be used on the certificate. **An acceptable certificate of insurance must be submitted no later than 14 days before the event date.**

Name of Insurance

Company/Agent_____

Policy expiration date: _____

Requirements of the license/permit:

1. Applicant shall comply with all rules and regulations of the City of Muskegon Special Event Policy.
2. Applicant shall comply with all City of Muskegon Ordinances.
3. The applicant organization will save the City of Muskegon harmless from all claims.
4. City staff may require a meeting with applicant organization to help clarify requests for services.
5. Event grounds will be left clean and free of litter. Failure of the applicant to satisfactorily clean the site may result in the City cleaning the site and billing the applicant for its services.
6. The City reserves the right to deny changes to the application once final approval is given.
7. Failure to provide any requested information in a timely manner or providing false information may result in denial or revocation of the special event permit.

With my signature, I certify that I have read and agree to the City of Muskegon Special Event Policy and all items listed on this application. I agree to abide by all applicable ordinances & regulations.

Signature of Applicant

Date

CITY STAFF USE:

Date application rec'd: _____ Date paid: _____ Amount: \$_____

Date forwarded to staff: _____ By: (check/cash/credit)